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ONTARIO

Department of Education

The Vocational Education Act, R.S.O. 1937

(As Amended 1938 and 1939)

ALSO

Recommendations and Regulations for the Establishment, Organization and Management of

Vocational Schools

AND

Vocational Departments in Continuation Schools, High Schools, and Collegiate Institutes

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INTRODUCTORY NOTE

The passing of The Vocational Education Act in 1921 repealed the former law known as The Industrial Education Act, and necessitated a revision of the Recommendations and Regulations governing Vocational Education. Similarly, subsequent changes in the law and regulations resulted in the repeal of The Vocational Education Act, 1921, which was superseded by The Vocational Education Act, 1930, with amendments, since superseded by The Vocational Education Act, R.S.O. 1937, with amendments.

These Regulations become effective July 1st, 1940, and apply to schools and departments established under The Vocational Education Act, or The Industrial Education Act, or which have been approved as vocational schools or departments. They do not apply to courses in manual training, general shop, home economics, art, agriculture and horticulture, or commercial subjects included in the courses of study for the public or separate schools, the continuation schools, high schools, or collegiate institutes. It should be noted that commercial or agricultural departments in high schools or collegiate institutes, established under The High Schools Act, do not come under these Recommendations and Regulations.

To avoid repetition of terms and phrases, the following conventions have been adopted:

Act—The Vocational Education Act, R.S.O. 1937, as amended.

Department—Department of Education.

Minister—Minister of Education.

Board—Continuation School Board, High School Board, or Board of Education.

Regulations—Recommendations and Regulations for Vocational Schools.

Advisory Committee—Advisory Vocational Committee.

THE VOCATIONAL EDUCATION ACT

REVISED STATUTES OF ONTARIO, 1937

Chapter 369

As amended by 1938, chapter 35, sections 37, 38, and 1939, chapter 44, section 18

1. In this Act,— Interpretation.

(*a*) "Board" shall mean and include a board of education, a board of high school trustees, and a continuation school board; "Board."

(*b*) "County pupils" shall mean pupils who reside or whose parents or guardians reside in a municipality or portion of a municipality forming part of the county but not within the limits of a high school district or a grade A or grade B continuation school section, in which a vocational school or department is established and maintained, but any pupils resident in a high school district, or a grade A or grade B continuation school section, shall be regarded as county pupils in respect of a vocational school, or other school having a vocational department, when such school,— "County pupils."

(i) is reasonably accessible to such pupils while the vocational school or other school having a vocational department in the district or section in which they reside is not thus accessible, or

(ii) provides for such pupils a course of study which is not offered in the vocational school or other school having a vocational department in their own district or section; R.S.O. 1937, c. 369, s. 1, cls. (*a*, *b*).

(*bb*) "County pupils" shall include pupils who are assessed or whose parents or guardians are assessed for an amount equal to the average assessment of the ratepayers who reside in a municipality or portion of a municipality forming part of the county but not within the limits of a high school district or a grade A or grade B continuation school section in which a vocational school or department is established and maintained; 1938, c. 35, s. 37.

(*c*) "Minister" shall mean Minister of Education; "Minister."

(*d*) "Regulations" shall mean regulations made under the authority of *The Department of Education Act* or of this Act; "Regulations." Rev. Stat., c. 356.

(*e*) "Resident pupils" shall mean pupils who reside or whose parents or guardians reside in municipalities within the limits of a high school district or a grade A or grade B continuation school section in which a vocational school or other school having a vocational department is established and maintained, or who are assessed or whose parents or guardians are assessed within such high school "Resident pupils."

district or grade A or grade B continuation school section for an amount equal to the average assessment of the ratepayers therein. R.S.O. 1937, c. 369, s. 1, cls. (*c*–*e*).

PART I

Vocational Schools Established by Boards

Application of Act.

2. This Part shall apply to all art, industrial and technical schools and courses, heretofore established under Acts of this Legislature respecting high schools and technical schools and in operation on the 24th day of March, 1911; to the industrial and art schools and courses, and to the technical, the agricultural, and the commercial high schools and high school courses heretofore established under *The Industrial Education Act* and under the regulations; and to the vocational schools and departments hereafter established under this Part. R.S.O. 1937, c. 369, s. 2.

Rev. Stat., 1914, c. 276.

Classes of schools which may be established.

3. With the approval of the Minister, a high school board, a board of education, or a continuation school board of any municipality or school section may provide for duly admitted pupils in the following classes of vocational schools:

1. Industrial schools and departments.
2. Home-making schools and departments.
3. Art schools and departments.
4. Technical high schools and departments.
5. Agricultural high schools and departments.
6. Commercial high schools and departments.

R.S.O. 1937, c. 369, s. 3.

Vocational schools.

4. Subject to the regulations or with the approval of the Minister, courses of instruction in the vocational schools provided for in this Part may include:

(*a*) General full-time day school courses of instruction.

(*b*) Special full-time day school courses of instruction.

(*c*) Part-time day school courses of instruction.

(*d*) Evening school courses of instruction.

R.S.O. 1937, c. 369, s. 4.

Admission of pupils to vocational schools.

5.—(1) Pupils who may be duly admitted under the regulations to a day high school may be admitted to any of the vocational schools or departments provided for in this Part.

Certificate, when required.

(2) For admission to a general full-time day course of instruction in a commercial or a technical high school or department, applicants shall hold certificates qualifying them for admission to a day high school.

(3) Subject to the regulations and on the report of the principal approved by the advisory committee, pupils of at least the standing of the fourth form of the public and separate schools may be admitted to,— Report of principal.

(*a*) a general, special, or part-time course of instruction in an industrial, home-making, or art school or department;

(*b*) a general, special, or part-time course of instruction in an agricultural high school or department;

(*c*) a special or a part-time course of instruction in a commercial or technical high school or department.

(4) Workmen or workwomen employed during the day may be admitted to a vocational evening school or course subject to the regulations and on the report of the principal, approved by the advisory vocational committee, that they are competent to receive instruction therein. Workmen and workwomen employed by day.

(5) Subject to the regulations, pupils of thirteen years of age and over, who have been in attendance in auxiliary training classes, or who are eligible for admission to such classes, may, with the approval of the Minister and upon an examination conducted subject to his direction, be admitted to special industrial classes established by a board for the purpose of giving vocational instruction to such pupils where it is found that they may be benefited by it. Admission of pupils from auxiliary training classes.

(6) With the approval of the Minister, the board may arrange for the instruction in any school controlled by a high school board, continuation school board or board of education in Ontario, of pupils who desire to take courses which are not provided by the board, and who are the children of ratepayers in the school district for which the board is appointed, and may pay the fees and transportation expenses of such pupils while attending such courses. Outside students.

(7) No fees shall be payable by pupils who, under the provisions of this Act, have a right to attend a vocational school for instruction in the following courses of study:— Fees.

(*a*) General or special full-time day school courses;

(*b*) Part-time special courses for apprentices and employed adolescents.

(8) Notwithstanding the provisions of subsection 7, no pupil who having completed the fourth form course in a public or separate school has attended any other school or schools for six years shall after the expiration of such six years be entitled to attend a vocational school except upon payment of such fees as may be prescribed by the board, but such fees shall not be greater than the average cost per pupil for education in such vocational school. R.S.O. 1937, c. 369, s. 5. When fees payable.

6. Where, in accordance with the regulations, one or more schools or departments to which this Part applies are established by a board, the said schools or departments shall be under the Appointment and jurisdiction of committee.

management and control of an advisory vocational committee appointed by the board. R.S.O. 1937, c. 369, s. 6.

Advisory vocational committee, how composed.

7. The advisory vocational committee provided for in section 6 shall be composed of eight or twelve persons, as the board may direct, the members of which shall be appointed by the board as follows:

(1) When the number of persons is eight:

(*a*) The chairman and three other members of the board, including the representative, if any, appointed by the board of public school trustees, the representative appointed by the board of separate school trustees, and one of the representatives, if any, appointed by the county council, and where a board of education is established, the chairman and three other members of the board, one of whom shall be the representative, if any, appointed by the separate school board, and another of whom shall be one of the representatives, if any, appointed by the county council;

(*b*) Two persons, not members of the board, who are engaged as employees in the manufacturing, agricultural, commercial, or other industries carried on in the local municipality or in the county or district in which the school is situate; and

(*c*) Two other persons, not members of the board, who are employers of labour or directors of companies employing labour in manufacturing, agricultural, commercial, or other industries carried on in the local municipality or in the county or district in which the school is situate.

(2) When the number of persons is twelve:

(*a*) The chairman and five other members of the board, including the representative, if any, appointed by the board of public school trustees, the representative appointed by the board of separate school trustees, and one of the representatives, if any, appointed by the county council, and where a board of education is established, the chairman and five other members of the board, one of whom shall be the representative, if any, appointed by the separate school board, and another of whom shall be one of the representatives, if any, appointed by the county council;

(*b*) Three persons, not members of the board, who are engaged as employees in the manufacturing, agricultural, commercial, or other industries carried on in the local municipality or in the county or district in which the school is situate; and

(*c*) Three other persons, not members of the board, who are employers of labour or directors of companies employing labour in manufacturing, agricultural, commercial, or other industries carried on in the local municipality or in the county or district in which the school is situate. R.S.O. 1937, c. 369, s. 7.

8. Where a board of education has been established and the board of separate school trustees has not appointed a member of such board, the board of education shall appoint from among its members a representative or representatives to complete the number of representatives of the board on the advisory committee constituted under section 7, and the member so elected shall hold office until the expiry of the period for which he was elected or appointed to the board of education. R.S.O. 1937, c. 369, s. 8.

Case where separate school not represented on board of education.

9.—(1) The first members of the advisory committee shall be appointed at the meeting of the board at which a school or department is established for which the advisory committee is to be appointed under this Part.

Appointment of members of committee.

(2) The members appointed under clause (*a*) of subsection 1 or in subsection 2 of section 7 shall hold office until the expiry of the period for which they were elected or appointed to the board.

Tenure of office of members who are members of board.

(3) The term for which the other members of the committee shall respectively hold office shall be fixed by the board but shall not exceed three years.

Tenure of office of other members.

(4) The board, at its first meeting in each year after the establishment of the school or department, shall appoint a sufficient number of members from each class to fill the vacancies caused by the expiry of the term of office of members appointed from that class.

Filling vacancies caused by retirement.

(5) Every vacancy upon a committee occasioned by death, removal or other cause shall be filled by the appointment by the board of some person from the class in which the vacancy occurs, and every person so appointed shall hold office for the unexpired portion of the term of the member whose seat has become vacant.

Filling other vacancies.

(6) The presence of a majority of the members constituting a committee shall be a quorum at any meeting, and a vote of the majority of such quorum shall be necessary to bind a committee.

Quorum.

(7) On every question other than the election of a chairman the chairman or presiding officer of the committee may vote with the other members of the committee, and any question on which there is an equality of votes shall be deemed to be negatived. R.S.O. 1937, c. 369, s. 9.

Chairman voting.

10.—(1) The advisory committee may, at a meeting which has been specially called for that purpose and of which notice has been given in writing to all the members, appoint such additional members, hereinafter called co-opted members, as it may deem advisable, and members of the board may be so appointed, but an equal number of the persons so appointed shall be chosen from each of the classes mentioned in clauses (*b*) and (*c*) of subsection 1 and in subsection 2 of section 7.

Co-opted members.

(2) The term for which co-opted members of the committee shall respectively hold office shall be fixed by the committee, but shall not exceed three years. R.S.O. 1937, c. 369, s. 10.

Tenure of office.

Qualifications of members.

11. The members of the advisory committee appointed under this Part, including co-opted members, shall be British subjects, and shall be persons who, in the judgment of the board, are specially competent to give advice and other assistance in the management of the school or department under the charge of the committee. R.S.O. 1937, c. 369, s. 11.

Powers of committee subject to approval of Minister and board.

12.—(1) Subject to the approval of the Minister and the board, the advisory committee shall have authority to provide a suitable site and building and suitable equipment or to arrange for conducting the school or department in a high, public, separate or continuation school building or other building in the municipality, and to prescribe courses of study and provide for examinations and diplomas.

Purchase of books and supplies by committee.

(2) Subject to the approval of the board, the committee may purchase for the use of any or all pupils text-books and other school supplies, and either furnish the same to them free of charge or collect for the use thereof from such pupils or their parents or guardians a sum not exceeding twenty-five cents per month for each pupil to defray the cost thereof.

Powers subject to approval of board.

(3) Subject to the approval of the board, the committee shall select teachers and determine a schedule of salaries, report on every school or department under its charge, fix the fees payable by pupils in attendance, submit annually to the board at such date as the board may prescribe an estimate of the amount required to carry on the work of the school or department during the year, and generally do all other things necessary for carrying out the objects and intent of this Part with respect to any school or department under its management and control.

When approval withheld.

(4) The board shall not refuse its approval of any report of the advisory committee without having given the committee an opportunity to be heard before the board and before any committee thereof to which such report may be referred by the chairman of the advisory committee or by another member of the advisory committee appointed for that purpose.

Officers of the committee.

(5) The secretary and other officers of the board shall be the officers of the advisory committee.

Appointment of co-ordinating officers.

(6) Subject to the approval of the Minister and the board, the advisory committee may appoint one or more officers with qualifications approved by the Minister to bring to the attention of employers and employees the work of the schools or departments, and to make the necessary arrangements between employers, employees, and the schools or departments for the conduct of part-time or co-operative classes, and, in general, to act as a co-ordinating officer between the local industries and the schools or departments, and every such person so appointed shall be subject to the control of the advisory committee.

Appointment of vocational guidance officers.

(7) Subject to the approval of the Minister and the board, the advisory committee may appoint one or more officers qualified according to the regulations to collect and distribute information

regarding available occupations and employments, and to offer such counsel to the pupils of the schools under the charge of the advisory committee as will enable them to plan intelligently for their vocational and educational advancement, and every person so appointed shall be subject to the control of the advisory committee. R.S.O. 1937, c. 369, s. 12.

Cost of establishing, equipping and maintaining a school.

13.—(1) Subject to the regulations the estimates of the committee of the cost of establishing, equipping and maintaining the school or department under its management and control, when and so far as they have been approved by the board, shall be included in the estimates of the board submitted to the council of the municipality for the year.

How provided.

(2) Subject to the regulations, the cost of establishing, equipping, furnishing, and maintaining, and of making additions, alterations or permanent improvements to every school established under section 3 or under *The Industrial Education Act*, being chapter 79 of the Acts passed in the 1st year of the reign of His late Majesty King George the Fifth, shall be provided for in the same manner as in the case of a high school. R.S.O. 1937, c. 369, s. 13 (1, 2).

Cost of education of county pupils.

Rev. Stat., c. 360.

(3) The cost of education of county pupils to be paid by the council of a county shall be calculated, ascertained and paid in the same manner, *mutatis mutandis*, as is provided in subsections 2, 3, 4, 5 and 6 of section 35 and sections 36 and 38 (*b*) of *The High Schools Act*, and as part of the county rates shall be levied in the following manner,—

(*a*) fifty per centum of the said cost by a levy upon and against the whole rateable property of the county according to the last revised equalized assessment of the municipalities forming part of the county;

(*b*) the remaining fifty per centum by a levy upon and against the whole rateable property of the municipalities or portions of municipalities in which county pupils or their parents or guardians reside in the proportion that the days' attendance for the preceding year of county pupils who reside or whose parents or guardians reside in each such municipality or portion of a municipality bears to the total days' attendance for such year of all county pupils the cost of whose education is to be borne by the council of the county. R.S.O. 1937, c. 369, s. 13 (3); 1939, c. 44, s. 18.

County pupils attending vocational school in city or town.

(4) Where county pupils from a county are attending a vocational school in a city or town situated in such county but separated therefrom for municipal purposes, the cost of education to be paid by the council of the county shall be calculated, ascertained, levied and paid in the manner provided in subsection 3. 1938, c. 35, s. 38 (1).

County pupils attending vocational school in adjacent county.

Rev. Stat., c. 360.

(4*a*) Where county pupils from a county are attending a vocational school in a municipality in an adjacent county, whether separated therefrom or not, and such school has been declared open to such county pupils in the manner provided in *The High Schools Act*, the cost of education to be paid by the council of the county shall be calculated, ascertained, levied and paid in the manner provided in subsection 3.

Agreement to be entered into.

(4*b*) The council of a county or of any municipality within the county may enter into an agreement with the board of education or high school board of any city or separated town in the county, or with the board of a high school district in an adjacent county, for the payment of the whole or any part of any fees which may be payable in respect of pupils from such county or municipality within the county attending a vocational school, or a vocational department of a combined high and vocational school, under the control of such board of education or high school board.

Fees,—how levied.

(4*c*) Where the council of a county enters into an agreement under subsection 4*b* the amount of such fees shall be levied in the manner set forth in subsection 3. 1938, c. 35, s. 38 (2).

Provisions of Rev. Stat., cc. 361, 360 to apply.

(5) Where not inconsistent with the provisions of this Act, *The Boards of Education Act* and *The High Schools Act* shall apply in all matters concerning the operation and management of a vocational school or department, the property in connection therewith, the employment and retirement of teachers and other persons employed in such vocational schools or departments, and in any other matters whatsoever. R.S.O. 1937, c. 369, s. 13 (5).

Apportionment of legislative grant.

14. Subject to the regulations the Minister shall apportion all sums of money appropriated by this Legislature for the establishment and maintenance of schools or departments to which this Part applies. R.S.O. 1937, c. 369, s. 14.

Regulations.

15. The regulations may provide as to any class of schools or departments for the qualifications of teachers, the courses of study, the character of the site, accommodations, and equipment, the maximum and minimum fees that may be charged to pupils, and generally as to any matter relating to the conduct and efficiency of the schools and departments not herein expressly provided for. R.S.O. 1937, c. 369, s. 15.

Establishing evening courses in other centres.

16. Subject to the approval of the Minister, the advisory committee may also establish and conduct special evening courses in any centre in the county outside of the district over which it has jurisdiction. R.S.O. 1937, c. 369, s. 16.

PART II

Provincial Technical Schools

Authority to establish schools.

17. The Minister, with the approval of the Lieutenant-Governor in Council, may establish, maintain, conduct and control schools for technical training required in any branches

of industry or may enter into an agreement with any organization in the interest of any branch of industry for that purpose. R.S.O. 1937, c. 369, s. 17.

18. The cost of establishing and maintaining a school established under this Part shall be borne and paid out of moneys appropriated by this Legislature or received from the Dominion Government for the purposes of technical education and out of any moneys contributed by any organization under an agreement made in pursuance of section 17 or under the regulations. R.S.O. 1937, c. 369, s. 18. Cost, how borne.

19. Every school established under this Part shall be maintained and conducted by a board to be appointed or elected in the manner provided by the regulations, and such regulations may provide for the representation upon the board of any organization of employers or employees in the particular branch of industry for which the school is established. R.S.O. 1937, c. 369, s. 19. Board.

20. The Minister, with the approval of the Lieutenant-Governor in Council, may make regulations for the establishment, organization, government, courses of study and examination of technical schools established under this Part, and generally the Minister and the Lieutenant-Governor in Council shall have and may exercise with respect to any such school the powers conferred by *The Department of Education Act* with respect to technical schools. R.S.O. 1937, c. 369, s. 20. Regulations. Rev. Stat., c. 356.

PART III

Joint Vocational School Boards in Special Vocational School Districts

21.—(1) The Minister, upon the application of the boards of two or more municipalities made with the approval of the councils of such municipalities, may establish and designate the municipalities as a vocational school district for the purposes of this Act. Joint vocational school district,— establishment of.

(2) Where no board exists in a municipality, the application in respect of such municipality may be made by the board of public school trustees and the board of separate school trustees of the municipality, or if in such municipality there is only a board either of public school trustees or separate school trustees, the application may be made by such board. Application,— by whom to be made.

(3) A vocational school district established under this section shall be known by such name as may be designated by the Minister. R.S.O. 1937, c. 369, s. 21. Name of district.

22.—(1) There shall be appointed for every vocational school district established under section 21 a joint board of trustees to be known as "The ..... Vocational School Board," composed of three members from each of the municipalities within the Board of trustees,— appointment of.

vocational school district and appointed in the following manner:

(*a*) In a municipality having a board, the three members shall be appointed by such board, two of the appointees to be members of the board;

(*b*) In a municipality having no board but having a public school board and a separate school board, two members shall be appointed by the public school board, one of whom shall be a member of the said board, and one member by the separate school board who shall be a member of that board;

(*c*) In a municipality having no board and having a public school board only, three members shall be appointed by the said board, two of whom shall be members of such board;

(*d*) Where a vocational school district is composed of municipalities, any one or more of which is not separated from the county, the county council shall appoint three members to the vocational school board.

Qualification of members.

(2) The third member to be appointed under clauses (*a*), (*b*) and (*c*) and the three members to be appointed under clause (*d*) shall be British subjects, of the full age of twenty-one years, who are interested in the development of vocational education and are engaged in either the manufacturing, agricultural, commercial or other industries of the municipality which they represent.

Term of office.

(3) All appointees under subsection 1 shall hold office for one year. R.S.O. 1937, c. 369, s. 22.

Powers of board.

23. The board so created shall have the powers of the boards of education, high school boards, continuation school boards and the public and separate school boards for the said vocational school district for the purposes of this Act, and shall be a corporation by the name of "The ..... Vocational School Board." R.S.O. 1937, c. 369, s. 23.

By-laws passed by council on application of board.

24.—(1) The council of any municipality included within the district, on the application of the board, may pass a by-law for borrowing money by the issue and sale of debentures for the purchase of a site and the erection of a school, and for the extensions, equipment, improvements, repairs or furnishings, and it shall not be necessary that the by-law shall be submitted to the electors for their assent, but if the council of any of the municipalities refuses to pass such by-law it shall, if requested by the board, submit the same to a vote of the electors qualified to vote on money by-laws under *The Municipal Act*, and on the assent of such electors being obtained shall finally pass the by-law and issue such debentures if the other municipalities are likewise providing their share.

Rev. Stat., c. 266.

Amount of debentures.

(2) The debentures may be for such amount and run such number of years, not exceeding thirty, as the council may see fit.

(3) The amounts to be raised respectively by the council of each municipality in the vocational school district for the said purposes shall be the proportion that the last revised assessment of such municipality, multiplied by the population, as determined by the last enumeration of the assessors, bears to the total assessment of the municipalities comprising the vocational school district, multiplied by the total population of such municipalities, as similarly determined. R.S.O. 1937, c. 369, s. 24.

Amounts to be raised by council.

25. The municipal councils comprising a vocational school district shall contribute to the maintenance of a vocational school erected under the provisions of section 24 in the same proportion as is provided in subsection 3 of the said section for the purposes enumerated in subsection 1 thereof, and each council forming part of a vocational school district, upon the request of the vocational school board within such district, shall levy and collect in each year within its municipality, in the same manner as other municipal taxes, the amounts determined by the vocational school board as necessary for the said purpose. R.S.O. 1937, c. 369, s. 25.

Contributions by municipal councils to vocational schools.

THE SCOPE OF THE VOCATIONAL EDUCATION ACT

1. By The Vocational Education Act of 1930, The Vocational Education Act, R.S.O. 1927, Chapter 334, was repealed. The new Act became effective on the first day of July, 1930. It provided for the establishment and development of vocational schools and departments giving instruction in industrial, home-making, art, technical, commercial and agricultural subjects. The Act has been amended from time to time and appears in its present form (R.S.O. 1937, with Amendments of 1938 and 1939).

TYPES OF VOCATIONAL SCHOOLS

Industrial Schools.

2. The Industrial Schools and Departments are designed to give boys and girls looking forward to employment a thorough training in the essentials of a general education and at the same time to furnish a special training in the subjects and operations which are fundamental to the trades and industries in which they expect to become employed.

Home-making (Home Economics) Schools.

3. The Home-making (Home Economics) Schools and Departments are planned to provide for girls a substantial extension of their training in the essentials of a general education and at the same time a special training in the subjects and processes which will lead to efficiency in home activities.

Art Schools.

4. The Art Schools and Departments are planned to provide, in addition to a training in the essentials of a general education, special instruction needed by those who are preparing to follow either the fine or the applied arts as their vocation.

Technical High Schools.

5. The Technical High Schools and Departments are planned to meet the needs of those who propose to prepare for junior executive and technical positions in the trades and industries. Where feasible, these schools and departments are authorized, with the approval of the Minister, to prepare students for admission to University Faculties of Engineering and Household Science.

Commercial High Schools.

6. The Commercial High Schools and Departments are planned to meet the needs of those looking forward to employment in commercial occupations. The courses of instruction provide for a good general education and for special training in the subjects related to commercial pursuits. Where feasible, these schools and departments are authorized, with the approval of the Minister, to prepare students for admission to University Faculties of Commerce.

Agricultural High Schools.

7. The Agricultural High Schools and Departments are planned to meet the needs of boys and girls who expect to be occupied in farming, dairying, stock-raising, fruit-growing, or gardening. The courses of instruction provide for a good general education and for special instruction in the subjects, processes, and operations which are fundamental to these occupations. Where feasible, these schools and departments are authorized, with the approval of the Minister, to prepare students for admission to the Ontario Agricultural College.

NOTE:—Special courses may, with the approval of the Minister, be offered in any of the above schools or departments.

COURSES OF INSTRUCTION

8. The general full-time day courses provided shall cover at least four years of progressive work. The great majority of the pupils will be adolescents from fourteen to eighteen years of age. The courses are designed to give, as a basis of citizenship, an extension of their training in the essentials of a general education, and at the same time a specialized training in the subjects, processes and operations which are fundamental in the fields of work to which the school concerned is most closely related.

General Full-time Day School Courses of Instruction.

NOTE:—A four-year course is necessary to qualify students for the diploma issued by the Department of Education. Pupils who have graduated from the diploma course may be offered a fifth-year course (Grade XIII) in preparation for admission to the universities.

In the organization of these full-time day courses of instruction, it is intended that in the first and second years, Principals and Assistants shall endeavour through exploratory courses and observation to ascertain the special aptitudes, capacities, and interests of the individual pupil, with a view to providing vocational guidance before determining the more specialized training to be given in the third and fourth years and the line of work in which the pupil should seek employment when he withdraws or graduates from school.

9. Special day school courses of instruction are planned to meet the needs of those not otherwise cared for, who can avail themselves of opportunities for supplementary training in the daytime. Such classes offer opportunities for study to men working on night shifts, women who can spare the time from their home duties more easily in the day than in the evening, or persons who have periods of temporary unemployment.

Special Day School Courses.

Special day courses may be organized also for adolescents required to attend school under the provisions of The Adolescent School Attendance Act who find it more convenient and suitable to attend full time for the period required than part time throughout the school year, or for apprentices required to attend school under The Ontario Apprenticeship Act.

10. Part-time courses of instruction offered in vocational schools are planned to meet the specific needs of the following groups:

Part-time Day School Courses.

(*a*) Those adolescents who, under The Adolescent School Attendance Act, are required to attend part-time classes and who elect to enrol in a vocational school.

(*b*) Those adolescents and adults who may be attending part-time classes in a vocational school under an approved co-operative plan in accordance with an agreement by employers, employees and the vocational school concerned.

(*c*) Those apprentices for whom part-time courses have been prescribed by the Provincial Apprenticeship Board appointed under The Ontario Apprenticeship Act.

11. Evening school courses of instruction in the vocational schools are planned to offer opportunities for education and training along vocational and related lines to men and women at

Evening School Courses.

every stage of their career. Any course of instruction designed to meet the vocational needs of workers in any field may be organized under the provisions of the Act.

PROCEDURE IN ESTABLISHING VOCATIONAL SCHOOLS

Initial Step in Organization.

12. The authority to take the initial steps leading to the organization of a vocational school or department rests with the Continuation School Board, the High School Board, or the Board of Education in the community concerned.

Advisory Vocational Committee.

13. When it is decided to establish a vocational school or department of the industrial, home-making, art, agricultural, commercial, or technical type, the Board concerned shall appoint an Advisory Vocational Committee. (See Vocational Education Act.)

Initial Organization of Advisory Committee.

14. The Board, having appointed the Advisory Committee, shall direct its Secretary to call the first meeting of the Committee for organization purposes. The Advisory Committee at its initial meeting shall elect its Chairman. The Secretary and other officers of the Board shall be the officers of the Advisory Committee (Section 12 [5] of the Act). The Committee shall then ascertain its specific functions under The Vocational Education Act and Regulations, and, at this or a subsequent meeting, recommend to the Board the Principal (see Regulation 42) to be appointed for the school that is to be established, and take such other steps as may be deemed necessary at this stage.

Appointment of the Principal.

15. The Principal should be appointed at the outset in order that he may direct and assist in the survey suggested in Regulation 17, and in the preparation of the scheme of instruction required in Regulation 18.

Minutes, Accounts and Auditing.

16. The Advisory Committee shall keep a record of its official actions in the minute book separate from that of the Board, and the accounting transactions authorized by the Committee and approved by the Board shall be segregated from the other transactions of the Board in order to facilitate auditing by a representative of the Department.

Survey to Determine Programme.

17. The preliminary organization of the Advisory Committee having been effected, the Committee and the Principal should proceed to make a careful survey of the trades, industries, and pursuits of the district for the purpose of discovering the subjects in which it is desirable to offer instruction, and of determining the kind of instruction that will meet the needs of the community.

Scheme must be Approved by Minister of Education.

18. Having ascertained the needs and determined the type of school or department to be established and the courses of instruction to be offered, the formal approval of the whole scheme by the Minister shall be secured.

In submitting the scheme for approval, the Advisory Committee shall show:

(*a*) That there is a need for the school or department and that there is a reasonable prospect of an adequate attendance of duly admitted pupils;

(*b*) That the Committee and Board undertake to provide a four-year course of study in each department established;

(*c*) That adequate and suitable accommodation readily accessible to the pupils from the district can be provided;

(*d*) That the Committee and Board will undertake to provide the necessary equipment for the instruction of the pupils in the courses offered in the proposed vocational school or department;

(*e*) That the Committee and Board undertake to employ an adequate staff of duly qualified teachers. (See Regulations 41–48).

Opportunities for Training should be well Advertised.

19. After the approval of the Minister has been secured, the opportunities for training to be offered should be brought to the attention of those who should take advantage of them.

(*a*) In the case of full-time day courses of instruction, the object and character of the courses should be judiciously and extensively advertised, and, in particular, they should be brought to the attention of the parents or guardians of all the boys and girls of the public and separate schools who have fourth form standing.

(*b*) In the case of part-time day courses of instruction, the specific arrangements, the purpose, and the character of the instruction should be brought directly to the attention of each of the boys and girls who are required to attend part-time day classes under The Adolescent School Attendance Act. Full information should be given also to the parents or guardians of the adolescents concerned, to Attendance Officers, and to the employers and employees most directly interested. Such part-time courses should be brought to the attention of all employers and employees who might be interested in the establishment of trade co-operative classes.

(*c*) In the case of evening or special day courses of instruction, the object and character of the course should be judiciously and extensively advertised through the local press, through the distribution of attractive circulars and posters, through the co-operation of employers' and employees' organizations, through the homes of the children attending the day schools, and through the students who may have been enrolled in such classes during the preceding year.

Transfer of High School Commercial Departments.

20. In the case of a commercial department already established in a high school or collegiate institute, the Board may make application to the Minister to have such department transferred to operate under The Vocational Education Act. When making the application the Board shall submit evidence that the following conditions have been met:

(*a*) That an Advisory Vocational Committee has been established in accordance with The Vocational Education Act;

(*b*) That a four-year course is in operation, and that there are a sufficient number of students in the first three years of the course to ensure the continuance of the fourth year;

(*c*) That suitable accommodation and the necessary furniture and equipment have been provided;

(*d*) That the teachers are qualified in accordance with these Regulations.

REQUIREMENTS FOR ADMISSION

Admission to Full-time Day Courses.

21. For admission to the full-time day courses of instruction that come under the management and control of the Advisory Committee, applicants must have qualifications as follows:

(1) Applicants who are qualified under the High School Regulations for admission to high schools may be admitted to any of the full-time day courses of instruction offered in an industrial, home-making (home economics), or art school or department, and a technical, agricultural, and commercial high school or department;

(2) Applicants who have at least the standing of the fourth form of the public or separate schools, and who in the opinion of the Principal of the vocational school are able to take up the courses selected, may be admitted, with the approval of the Advisory Committee, to full-time pre-vocational day school courses of instruction which may be offered in an industrial, home-making (home economics), art or agricultural school or department. When feasible, a report on the record of the applicant should be obtained from the Principal of the school which the applicant last attended. Applicants admitted under this subsection shall be provided with a more elementary course than that provided for applicants admitted under subsection 1;

(3) A student who has attended pre-vocational classes in an industrial, home-making (home economics), art, or agricultural school or department for one or more years, and has made satisfactory progress in the course attended, may be transferred to one of the courses offered in the technical or commercial high school or department, upon the recommendation of the Principal and with the approval of the Director of Vocational Education;

(4) If in any case the parent or guardian of a pupil makes a written request to the Advisory Committee that the pupil be permitted to take a special programme of work which does not correspond to the courses of instruction required by the Regulations, such applicant may be admitted for such special course upon the recommendation of the Principal and with the approval of the Director of Vocational Education;

(5) Applicants who have at least the standing of the fourth form of the public or separate school, and who are able to take up the courses selected, upon the recommendation of the Principal of the vocational school to which admission is desired, and with the approval of the Advisory Committee, may be admitted to a special or part-time course of instruction offered in a commercial high school or department. When feasible, a report on the attainment and record of the applicant should be obtained from the Principal of the school the applicant last attended.

22. Adults may be admitted to the part-time and special day courses of instruction offered in vocational schools and departments without regard to their school standing, provided the Principal is satisfied that they are competent to receive such instruction.

Admission to Part-time and Special Courses.

(*a*) Adults may be admitted to evening school courses of instruction offered in vocational schools and departments, without regard to school standing, provided that the Principal is satisfied that they are competent to receive such instruction.

Evening Courses.

(*b*) Evening courses may be provided for students who have previously attended day classes and plan to complete the requirements for an evening school diploma or a graduation diploma.

(*c*) Applicants who are already enrolled in full-time day school courses of instruction shall not be admitted to evening school courses except in special cases, with the approval of the Minister.

ACCOMMODATION

23.—(1) The building or buildings devoted exclusively to vocational education should be designed to meet the needs of the types of vocational schools and departments that are to be accommodated therein. Such a building should provide for the necessary classrooms, laboratories and work-rooms of various kinds, depending on the requirements of the locality. In addition to these provisions, the building should contain a gymnasium, an assembly hall, a library and such offices and teachers' rooms as may be deemed necessary.

Accommodation for Day Schools.

(2) In the designing and erection of any new building for use as a vocational school, except where otherwise approved, the requirements of the High School Regulations in respect of ventilation, heating, lighting, corridors, stairways, etc., shall apply.

24. When a vocational department is established in a continuation school, a high school, or a collegiate institute, arrangements shall be made whereby a wing or section of the building shall be set apart for the use of such department. Full provision should be made for classrooms, laboratories and workshops. Arrangements shall be made whereby the staff and students of the vocational department will have the facilities of the gymnasium, assembly hall, and library, available for their use when necessary, consistent with a fair and reasonable adjustment of all the interests concerned.

Accommodation for Vocational Departments in High Schools.

25. The plans for all new buildings to be devoted exclusively to vocational education, for all wings or sections of new buildings that may be set apart for the use of a vocational school or department, and the plans for the modification of buildings or parts of buildings that are to be used for the purpose of vocational education, shall be submitted to the Minister, and shall be approved by him before building operations are begun.

Accommodation must be Approved by the Minister.

Use of Assembly Halls.

26.—(1) Where an assembly hall is provided in a vocational school and a grant paid thereon under The Vocational Education Act and Regulations, the use of such hall shall not be granted to any organization of a professional or commercial character, for gain, in competition with privately-owned halls existing in the municipality.

(2) Notwithstanding the provisions of clause 1 of this section an Advisory Committee shall have power to grant the use of such assembly hall to a local organization for educational purposes or for a community service approved by the Committee, and to charge for this use a fee which shall not exceed an amount sufficient to cover janitor service, heat, light and other expenses incidental to the occupation of the hall.

EQUIPMENT AND FURNITURE

Equipment for Day Schools.

27. As the decisions regarding the furniture and equipment needed for the various types of vocational schools and departments depend so much on the nature and scope of the courses of instruction that are to be offered, it is deemed best to have the specific proposals regarding equipment submitted to the Department of Education in each case. No general lists are given regarding equipment for full-time day school courses, since it is intended that local conditions shall receive full consideration.

Equipment for Evening Courses.

28. No definite list of the equipment and furniture required for vocational evening school courses of instruction can be given, because the requirements for vocational training are so varied that the equipment and furnishings cannot be standardized in the same way as those for other forms of education. As far as practicable, the equipment in each case shall be that used in the vocations concerned.

Equipment Catalogue.

29. A complete inventory of all furniture and equipment purchased for the use of the vocational schools or departments shall be kept in the manner prescribed by the Minister. Catalogue books prepared especially for this purpose will be supplied to the schools without charge upon application to the Department of Education.

Approval of Expenditures.

30.—(1) All proposed expenditures for permanent equipment and furniture for vocational schools and departments, upon which grant is to be claimed, shall be submitted to the Minister for approval before the order is placed. No grant shall be payable upon expenditure made before such approval has been obtained.

(2) After having been passed by the Advisory Vocational Committee, the requisitions for approval shall be made to the Minister in duplicate, stating the description and approximate price of each article, and shall be signed on behalf of the Advisory Vocational Committee by the Secretary thereof.

(3) When making claims for grant, the number or date of the approved requisition shall be given.

REGISTRATION AND ATTENDANCE

31. A complete record of the registration of pupils in all types of vocational schools or departments shall be kept. In the case of full-time day pupils the attendance may be kept in the regular high school register. Registration cards for use in evening classes will be furnished upon application, by the Department of Education, except where such classes are held in schools having printing departments. Registration and Attendance Records.

32. The Principal shall make a monthly report on attendance to the Advisory Committee concerned. The report shall show, in the case of full-time day courses, the number enrolled in each class and the average attendance, and in the case of special, part-time, or evening classes, the number enrolled in each subject, and the number of student hours (clock hours). Monthly Reports.

33. Every effort should be made to sustain attendance throughout the term in all the courses of instruction. The cause of absence or discontinuance should, where possible, be ascertained in every case. The best plan is to obtain the facts through personal enquiries by the teachers concerned. Notices or cards should be sent to all absentees urging them to attend regularly. The names of persistent absentees over school-leaving age who cannot account satisfactorily for their absence should not be retained on the register. Encouraging Regular Attendance.

34. As far as practicable, the Principal should provide for an adequate follow-up system whereby he is kept in touch with all adolescents who have attended the vocational school or department. This is especially important during their first years in wage-earning occupations, as it enables the Principal to offer advice in the period of adjustment, and to plan further supplementary courses of training to meet the immediate needs of the young workers. It further enables him to check the training that has been given in his school in the light of the actual demands of employment. Follow-up Employed Adolescents.

ORGANIZATION OF CLASSES

35. In the various types of day school courses of instruction, it will not be necessary to segregate the sexes in the subjects in which they are to receive the same instruction, with the exception of physical education. In the evening school courses of instruction for men and women, however, they should be segregated where possible, and the classes for adults should be distinct from those for adolescents. Classification of Pupils.

36. In the vocational schools and departments, the classes should not be large. For shop, workroom, and laboratory instruction, a class should not exceed twenty. For instruction in general subjects, if the class group has a common academic standing, two shop classes may be combined to form a class approximating forty students. In a class where the pupils' academic standing is low or somewhat varied, a smaller group is essential if the pupils are to receive the individual attention necessary to insure satisfactory progress. Size of Classes.

Special Methods for Evening Classes.

37. The methods of approaching subjects in the evening school courses of instruction should differ materially from those employed in the full-time day school courses. The students in the evening school courses have a tendency to become discouraged and to discontinue their attendance if they do not see, almost immediately, the bearing the instruction has on their daily work. In subjects with a practical bearing, such as mechanical drawing, mathematics, and science, they should not be kept working at preliminary exercises and problems which, with their limited knowledge, they cannot recognize as being of practical value. Work in all these subjects should begin with shop problems of immediate use. The theoretical work necessary to the solution of the problems should at first be taught incidentally. After the pupil is convinced of the applicability of the instruction to his needs, he will be more willing to make a special study of the principles on which the solutions of the problems are based. Mechanical drawing, for example, should be taught in the early stages from objects, specifications, and dimension sketches. In all cases the ability to read and interpret the working drawings used in the workshops should be developed.

The teacher should prepare a summary of each lesson. Copies of this summary should be made by suitable means in sufficient numbers to enable the teacher to give one to each pupil at the close of the lesson. This plan enables students who are unavoidably absent to keep up the continuity of the work and gives all students an opportunity to review. Copies of summaries for each of the courses should be filed in the Principal's office.

General Subjects must have Vocational Bias.

38. Evening instruction in general subjects, such as English and arithmetic, carried on under the authority of an Advisory Committee, must be given with a distinctly vocational bias.

Adjustments when Same Building is Used for Classes under Different Management.

39. While vocational evening school classes may be carried on in the same building and at the same time as evening public, separate, or high school classes, it is to be noted that the latter classes are not under The Vocational Education Act. The management and financial support of such classes are not under the control of the Advisory Committee. The records of such classes should be kept quite distinct from those of the vocational classes.

Superintendent of Schools.

40. The Board of Education of a city may appoint a Superintendent of Schools who shall be acceptable to the Advisory Vocational Committee and whose academic and professional qualifications and experience in the schools of the Ontario Provincial System are satisfactory to the Minister of Education. The Superintendent so appointed may exercise any duties assigned by the Board and the Advisory Vocational Committee, and approved by the Board and the Advisory Vocational Committee and approved by the Minister, which are not inconsistent with the Statutes and Regulations of the Public Schools, High Schools and Collegiate Institutes, and Vocational Schools.

ORGANIZATION OF STAFF

41.—(1) In every vocational school the staff shall consist of— Principal, Heads of Departments and Teachers.

(*a*) a head teacher called the Principal who shall be responsible to the Advisory Vocational Committee for the general control and supervision of the whole school, its organization, management and discipline, and the supervision and care of the building and its equipment;

(*b*) an adequate and suitable staff of legally-qualified teachers with qualifications as prescribed in Regulations 42–48.

(2) Where, in vocational schools and departments, the enrolment and the number of classes warrant such an appointment, a teacher may be appointed who shall, under the Principal, have the general supervision and direction of the instruction in a particular department or subject, and shall be known as the head of the department. Head of Department.

(3) Where a vocational department is established in a continuation or high school or a collegiate institute, the instruction in the department, both academic and vocational, shall be, as far as possible, given by teachers employed for full-time duty in the vocational department. Where it is necessary, owing to the nature of the subject, to obtain the part-time services of teachers from the staff of the continuation, high school, collegiate institute, or other school, or from the trades or industries, such teachers shall be selected and appointed on the report of the Advisory Committee. The salary to be paid the Principal of a school of this type for his services in the vocational department and the salaries to be paid the teachers, both full-time and part-time, shall be determined by the Advisory Committee and shall be paid by separate cheques and entered on a separate pay sheet (i.e., not included with the pay for other services). A separate pay sheet shall be kept for vocational evening class services. Part-time Services.

(4*a*) Where evening classes are offered in a vocational school, the Principal of the day school shall be the Principal of the evening classes. The appointment of any other person as Principal shall be subject to the approval of the Minister.

(4*b*) Where no day school has been established, a Committee and Board may, subject to the approval of the Minister, appoint a suitable person as Principal.

QUALIFICATIONS OF STAFF

42. The qualifications for the principalship of vocational schools described in Regulations 2 to 7 shall be as follows: Qualifications for Principalship.

(1) Composite Schools (a collegiate institute or high school in conjunction with one or more vocational departments)—a High School Principal's certificate and experience satisfactory to the Minister in both academic high schools and vocational schools.

NOTE:—Directors of the industrial and commercial departments with qualifications as shown in Regulation 45 will be required.

(2) High Schools of Commerce—a High School Principal's certificate and a Commercial Specialist's certificate.

(3) Vocational Schools (comprising one or more of the following departments: industrial, technical, art, and home-making [home economics])—a Vocational School Principal's certificate. See section 49 (3).

(4) Vocational Schools (comprising one or more of the following departments: industrial, technical, art, agriculture, and home-making [home economics], together with commercial)—a High School Principal's certificate and a Commercial Specialist's certificate in schools where there is a shop director holding a Vocational Specialist's certificate, or a Vocational Principal's certificate in schools where there is a commercial director holding a Commercial Specialist's certificate.

NOTE:—(1) Notwithstanding the requirements of this regulation, any person holding a position on the 1st day of July, 1930, as Principal of a day vocational school or as Principal of a collegiate institute or high school in which the organization is extended to include a department operating under The Vocational Education Act may continue to hold that position, subject to the approval of the Minister.

(2) Appointments to the Principalship of any secondary school operating under The Vocational Education Act shall receive the approval of the Minister of Education.

Qualifications for Teachers of Academic Subjects.

43. The qualifications for teaching the general or academic subjects in a vocational school or department shall be at least an Interim High School Assistant's certificate. In addition, the teachers holding these certificates must have familiarized themselves sufficiently with the vocational relations of the subjects they are to teach.

Qualifications of Teachers of Vocational Subjects.

44. The qualifications for teaching the practical vocational subjects shall be as follows:

(1) For teaching the industrial, home economics (dressmaking and millinery), and art subjects in vocational high schools and departments—at least an Interim Ordinary Vocational certificate in the subject or subjects concerned.

(The requirements for these certificates are given in Regulation 49.)

(2) For teaching home economics (other than dressmaking and millinery)—a Specialist's certificate in Home Economics.

(3) For teaching the vocational subjects in a commercial high school or department—a High School Assistant's certificate and at least an Interim Intermediate Commercial certificate.

(4) For teaching the agricultural practical subjects in an agricultural high school or department—a Specialist's certificate in Agriculture.

(5) For teaching music in a vocational school or department—a Specialist's certificate in Music.

NOTE:—An Intermediate certificate will be accepted on condition that the holder takes the Specialist's course the following summer.

(The requirements for the certificates referred to in subsections 2, 3 and 4 are shown in the Calendar of the Ontario College of Education and the General Announcement of Summer Courses of the Department of Education.)

NOTE:—The High School Specialist's certificate in Art may be accepted for art teachers in schools where a vocational art department has not been organized.

Notwithstanding the requirements of this regulation, any person who held a position on the 1st day of July, 1930, as teacher in a day vocational school may continue to hold such position, subject to the approval of the Minister.

While it is desirable that academic and vocational teachers in evening vocational classes should hold certificates which would qualify them as instructors in day vocational classes, the Minister may accept such other qualifications and experience as he may deem expedient.

It shall be necessary to obtain temporary provisional standing for evening class teachers who are not otherwise qualified. (See Regulation 48 [2].)

45. The qualifications for the head of a department shall be as follows: Qualifications of Head of a Department.

(1) For head of an industrial department, and for head of any shop in the department in which there are two or more teachers:

(*a*) A Specialist's certificate in one or more of the vocational subjects, and

(*b*) such practical experience in trade or industry as the Minister may require.

(2) For head of a home-making (home economics) department:

(*a*) Graduation from an institution of a college grade in a course of study in Home Economics or Household Arts approved by the Minister, and

(*b*) professional training in teaching and school management equivalent to that required for a Specialist's certificate in Home Economics or a Specialist's certificate in Household Arts, and

(*c*) such practical experience in related trade practices as the Minister may require.

(Requirements for a Specialist's certificate in Household Arts [Sewing and Dressmaking] are shown in the Announcement of the Ontario Training College for Technical Teachers.)

(3) For head of an art department:

(*a*) Graduation from a recognized college of art in a course of study giving general all-round knowledge of art, and approved by the Minister, and

(*b*) a Vocational Specialist's certificate in Art issued by the Department of Education under the Vocational Regulations, and

(*c*) such knowledge and experience in related trade practices as the Minister may require.

(4) For head of a technical department:

I. Graduation from an engineering school of college grade approved by the Minister, and a Vocational Specialist's certificate, OR

II. (*a*) a Specialist's certificate in Science or in Mathematics (see Calendar of the Ontario College of Education), and

(*b*) such knowledge of technical vocations in industry as the Minister may require.

(5) For head of a commercial department—a degree from a recognized university and a Commercial Specialist's certificate.

(6) For head of an agricultural department:

(*a*) Graduation from the Ontario Agricultural College and professional training in teaching and school management, approved by the Minister, OR

(*b*) a Specialist's certificate in Agriculture.

Qualifications of Heads of Academic Departments.

(7) For heads of academic departments:

(*a*) English—a Specialist's certificate in English.

(*b*) History and economics—a Specialist's certificate in History, or a High School Assistant's certificate with an Honour Degree in Political Economy from a recognized university, and such knowledge and practical experience of commercial vocations as the Minister may require.

(*c*) Mathematics:

(i) In industrial or technical schools or departments—a Specialist's certificate in Mathematics together with a course in Shop Work approved by the Minister, OR a High School Assistant's certificate together with a degree from an approved engineering college, and a course in Shop Work approved by the Minister.

(ii) In commercial schools or departments—a Specialist's certificate in Mathematics with an approved course in Arithmetic of Investment.

(*d*) Science—a Specialist's certificate in Science, OR a High School Assistant's certificate together with a degree from a recognized engineering college.

Notwithstanding the requirements of the above sections, any person who held a position as head of a department on the 1st day of July, 1940, may continue to hold such position, subject to the approval of the Minister.

46. The qualifications for teaching physical culture shall be—a Specialist's certificate in Physical Culture. Qualifications for Teaching Physical Culture.

47.—(1) The qualifications for persons appointed under Section 12 (6) of The Vocational Education Act shall be as follows: Co-ordinating Officers.

(*a*) A Specialist's certificate in one or more of the vocational subjects, and

(*b*) such experience, knowledge, and appreciation of the vocations for which the school offers training as the Minister may approve, and

(*c*) a Vocational Guidance certificate.

(2) The qualifications for persons appointed under Section 12 (7) of The Vocational Education Act shall be as follows: Vocational Guidance Officers.

(*a*) A Vocational Guidance certificate, and

(*b*) such experience as the Minister may consider suitable for collecting and distributing information regarding available occupations and employments, and for giving counsel to the pupils of the schools under the charge of the Advisory Committee.

48. If an Advisory Committee is unable to secure a teacher having the qualifications required under these Regulations for any vacant position in day or evening classes, temporary standing valid for one year may be granted by the Department of Education upon the application of the Committee. Temporary Standing.

(1) In the case of a full-time day school position, a Temporary Vocational certificate shall be issued.

(*a*) Such Temporary certificate will be issued only when, after duly advertising and re-advertising (if necessary), and offering an adequate salary, an Advisory Committee is unable to obtain a suitable and legally qualified person. Evidence of such efforts on the part of the Advisory Committee must be furnished with the application.

(*b*) Temporary certificates will not be granted for the full school term before the 15th day of August in each year.

(*c*) Such certificates may be granted for any part of a school term in the discretion of the Minister; application to be made within two weeks of appointment.

(2) In the case of an evening school position, temporary standing may be granted for all or any part of the evening school term; application to be made within two weeks of appointment. Evening School.

(3) All temporary standing shall be valid only for the current school year and only for the particular school mentioned in the application. Application forms (Tech. 19 and 20) may be obtained from the Department.

CERTIFICATION OF TEACHERS

Vocational Certificates.

49. For teachers of special vocational subjects, the requirements for certificates shall be as follows:

(1) Interim Ordinary certificate: To obtain an Interim Ordinary certificate, a candidate must have (a) a fair general education, approved by the Minister, (b) training and experience, approved by the Minister, in the subjects for which the certificate is to be issued, and (c) taken a course of training in teaching and school management, approved by the Minister.

(2) Interim Specialist's certificate: To obtain an Interim Specialist's certificate, a candidate must have (a) a good general education, at least equal to that required for Grade XIII standing, in English (literature and composition), mathematics (algebra and geometry), and science (physics and chemistry), (b) trade skill, knowledge and experience, approved by the Minister, in the subjects for which the certificate is to be issued, (c) a Permanent Ordinary Vocational certificate, and (d) such further professional training as may be approved by the Minister.

Principal's Certificate.

(3) Principal's certificate: To obtain this certificate a candidate must have—

(*a*) a High School Principal's certificate, such knowledge and appreciation of the vocations as the Minister may approve, and submit evidence of his having completed a course of training in organization and management approved by the Minister; OR

(*b*) a degree in Applied Science, Agriculture, or Arts from a university in an approved course, a Permanent Vocational Specialist's certificate, and such actual experience in vocational schools concerning organization and training as the Minister may approve.

Permanent Ordinary Certificate.

(4) To obtain a Permanent Ordinary Vocational certificate, the candidate must hold an Interim Ordinary Vocational certificate, have two years' subsequent successful teaching experience in a vocational school in Ontario approved by an Inspector, and have Grade XII standing in English (literature and composition), mathematics (algebra and geometry), and science (physics and chemistry), approved by the Minister.

Permanent Specialist's Certificate.

(5) To obtain a Permanent Specialist's Vocational certificate, the candidate must hold an Interim Specialist's Vocational certificate and have had two years' subsequent successful teaching experience in a vocational school in Ontario, approved by an Inspector.

(6) When teachers with Interim or Permanent certificates are not available, temporary provisional standing may be granted in accordance with Regulation 48 to persons who have had approved training or experience in the subject or subjects to be taught, and who can furnish evidence of possessing a fair general education.

DUTIES OF STAFF

50.—(1) The authority of the Principal in a vocational school shall be supreme in all matters of discipline in his own school, subject to the Regulations hereinafter provided.

Authority and Duties of the Principal and Heads of Departments.

(2) It shall be the duty of the Principal:

(*a*) To admit no student who is not eligible for admission under Regulations 21 and 22.

(*b*) To admit no student who has been enrolled in another school unless he presents a letter of honourable dismissal from the Principal of the school he last attended. In the event of a dispute, the parties thereto shall submit full particulars of the question to the Director of Vocational Education.

(*c*) To be responsible for the registration of pupils and to keep such records and make such reports as may be required from time to time by the Advisory Committee or the Department of Education.

(*d*) To be responsible to the Advisory Vocational Committee and the Department of Education for the organization, management and control of the school under his charge.

(*e*) To select and recommend to the Advisory Committee for appointment a staff of qualified teachers.

(*f*) When the school opens, and as often thereafter as may be necessary, to explain to the pupils their duties, the courses of study and such of the provisions of the Statutes and Regulations as apply to them.

(*g*) To make, as far as practicable, suitable arrangements for the supervision and comfortable accommodation of the pupils whom he has permitted to be present in the school building before 8.45 a.m., or during the noon recess or after the close of school; also for the supervision of the playgrounds during recesses.

Recreation, Health and Comfort of Students.

(*h*) To give assiduous attention to the health and comfort of the pupils, to the cleanliness, temperature, and ventilation of the school building, to the care of all school equipment and property, to the preservation of shade trees, and the orderly arrangement and neat appearance of the playgrounds.

(*i*) To report promptly to the Advisory Committee and to the municipal health officer the appearance of any infectious or contagious disease in the school, or the insanitary condition of the school building, lavatories, or surroundings.

(*j*) To refuse admission to the school of any pupil whom he believes to be affected with, or exposed to, chickenpox, smallpox, cholera, glanders, scarlet fever, scarlatina, diphtheria, whooping-cough, measles, mumps, or tuberculosis, or other infectious or contagious disease, until furnished with a certificate of a medical health officer or of a duly qualified medical practitioner approved by

him, that all danger that would arise from the presence of such student has passed.

Suspension of Students.

(*k*) To suspend any pupil guilty of persistent truancy, or persistent opposition to authority, habitual neglect of duty, the use of profane or improper language, or conduct injurious to the moral tone of the school, and to notify the parent or guardian of the pupil, and the Advisory Committee, of such suspension; but the parent or guardian of any such pupil may appeal against the action of the Principal to the Advisory Committee, which shall have power to remove, confirm, or modify such suspension.

Text-books, Supplies and Fees for Pupils.

(3) If the parent or guardian, after reasonable notice by the Principal, fails to pay the school fees of his child or ward, or to provide him with the text-books or other supplies required in his course of training or to pay the fees imposed for such purpose by an Advisory Committee, the Principal shall notify the Advisory Committee promptly of such neglect, and the Advisory Committee may suspend the pupil, or it may itself provide the needed text-books and supplies and may exempt the pupil from the payment of fees.

Destruction of School Property by Pupils.

(4) If a pupil injures or destroys school property, the Principal shall report the matter to the parent or guardian, and, if within a reasonable time the parent or guardian fails to make good the damage, the Principal shall submit the matter promptly to the Advisory Committee for settlement.

Supplying Information.

(5) When so requested the Principal shall furnish the Minister or the Director of Vocational Education with any information which it may be in his power to give respecting the condition of the school premises, the discipline of the school, the progress of the pupils, and any other matter affecting the interests of the school, and shall prepare such reports to the Advisory Committee as it may require.

Co-operation with Staff.

(6) When the Principal has charge of a vocational school which has more than one department with heads assigned to the immediate supervision of such departments or of special phases of the work in one or more departments, such heads of departments shall recognize fully the authority of the Principal and his responsibility for the successful organization and management of the school. The Principal shall invite the co-operation and advice of such heads of departments respecting the development, maintenance, and improvement of their respective departments, and shall by committee work and conferences secure the necessary co-ordination of plans and effort. The Principal, assisted by the heads of departments, shall be responsible for the supervision of the instruction with a view to the development and maintenance of high standards in teaching and of the most suitable correlation of the subject-matter of instruction.

Co-operation of Heads of Departments.

(7) A Vocational School Principal shall invite the co-operation and advice of the heads of the departments concerned in the preparation of any plans and recommendations which may affect the departments under their control, in regard to the courses of study, the duties assigned to instructors, the qualifica-

tions of instructors, the building, the equipment or furnishings, which require, under the Regulations, the approval of the Department.

(8) It shall be the duty of the head of a department:

(*a*) In co-operation with other heads of departments, to assist the Principal in the general organization and management of the school.

(*b*) To be responsible, under the Principal, for the organization and management of the department over which he has control.

(*c*) To supervise the preparation of the courses of study in his department.

(*d*) Within his department, to prepare the annual budget for supplies and equipment.

(*e*) To maintain an up-to-date inventory of the shop or other equipment in his department.

(*f*) To be responsible for the maintenance of all equipment, and the proper storage of tools and materials under his charge.

(*g*) To initial all requisitions for equipment, supplies or materials required for his department, and to submit them to the Principal for transfer to the Advisory Committee.

(*h*) To teach during such periods as the Principal may require.

Duties of Instructors.

51.—(1) The instructors in a vocational school or department shall be responsible for effective instruction and training in the subjects assigned to them, for the class management and discipline in their own classrooms, for active co-operation with the heads of departments and the Principal in securing suitable selection, arrangement, and correlation of the subject matter and materials of instruction, and, in general, for maintaining discipline and fostering a wholesome school spirit.

(2) Every instructor in a full-time day school shall be in his place in the school at least fifteen minutes before the opening of the forenoon session and at least five minutes before the opening of the afternoon session.

(3) Every instructor in an evening school shall be in his place at least ten minutes before the opening of the evening session.

Duties of Co-ordinating Officer.

52. The co-ordinating officer, appointed under Section 12 (6) of the Act, shall, under the direction of the Advisory Committee and the Principal of the school, bring to the attention of employers and employees the work of the school and make the necessary arrangements with employers, employees and the school for part-time, co-operative, apprenticeship or other special classes. In performing these duties he should visit the homes and the places of employment of adolescents, apprentices and other young people to explain to them the opportunities offered by the school in these classes. He should keep in close touch with the principal fields of employment of young people in order to determine what

educational or training attainments are needed for entrance into each field or for promotion in the field. He should seek the co-operation of employers in organizing part-time classes for employees, and in placement of pupils leaving school for employment. He should make suggestions to the Principal about any adjustments of the courses of study and methods of instruction that will more effectively meet the requirements of the vocations and the needs of the pupils.

When the school has no specially appointed co-ordinating officer, the duties of such officer should be distributed among the heads or directors of departments, and definite and sufficient periods of time should be assigned for the discharge of such duties.

Appointment of Vocational Guidance Officer.

53. Subject to the approval of the Minister, the Advisory Committee may appoint one or more officers qualified, according to the Regulations, to collect and distribute information regarding available occupations and employments, and to offer such counsel to the pupils of the schools under the charge of the Advisory Committee as will enable them to plan intelligently for their vocational and educational advancement, and every person so appointed shall be subject to the control of the Advisory Committee. (Section 12 [7] of the Act.)

DUTIES OF PUPILS

Attendance of Pupils.

54.—(1) A pupil registered in a vocational school or department shall attend punctually and regularly.

Conduct of Pupils.

(2) He shall be neat and clean in his person and habits, diligent in his studies, kind and courteous to his fellow-students, obedient and respectful to the instructors, and shall, in the case of those enrolled in day school courses of instruction, submit to such discipline as would be exercised by a kind, firm, and judicious parent, and, in the case of those enrolled in an evening school course of instruction, to such discipline as a judicious Principal may require.

Absence must be Accounted for.

(3) A pupil enrolled in a full-time day school course of instruction shall, on returning to school after an absence, give the Principal from parent or guardian, orally or in writing, as may be required by the Principal, the reason for such absence. If the reason be deemed not satisfactory by the Principal, he shall communicate with the parent or guardian, and, in the event of not receiving a satisfactory explanation, he may refuse such pupil admission thereafter, but in that event he shall submit the question forthwith to the Advisory Committee for settlement.

A pupil enrolled in an evening, special day or part-time day school course of instruction, on returning to school after an absence, shall give the Principal a satisfactory reason for such absence.

Withdrawal of Pupils while School is in Session.

(4) A pupil enrolled in a full-time day school course of instruction may retire from school at any hour with the consent of the Principal, or at the request, either orally or in writing, of parent or guardian; a student enrolled in an evening special or part-time day school course of instruction may do so with the consent of

the Principal. If, however, the Principal has reason to believe that an unjustifiable use is being made of this privilege and is unable to secure due amendment, he shall submit the question forthwith to the Advisory Committee for settlement.

(5) A pupil enrolled in a full-time or part-time day school course of instruction shall be responsible to the Principal for his conduct in the school premises and on the way to and from school, except in the case of a pupil accompanied by his parent or guardian or by some person appointed for the purpose by such parent or guardian. Pupils Responsible to Principal.

SCHOOL TERMS AND SESSIONS

55.—(1) The school year shall consist of two terms, the first of which shall begin on the first Tuesday of September following Labour Day and shall end on the 22nd day of December, and the second of which shall begin on the 3rd day of January and end on the 29th day of June. Day School Terms.

When the 3rd day of January is a Friday, the schools shall not be opened until the following Monday; when the 29th day of June or the 22nd day of December is a Monday, the schools shall be closed on the preceding Friday. Where Opening and Closing Days Friday or Monday.

(2) Every Saturday, every public holiday, the week following Easter Day and every day proclaimed a holiday by the authorities of the municipality in which the teacher is engaged, and every day upon which a school is closed under the provisions of The Public Health Act or the Regulations of the Department of Education, shall be a school holiday.

56. Unless otherwise approved by the Minister, the pupils in the full-time day school courses shall assemble for duty at nine o'clock in the forenoon and shall be dismissed not later than four o'clock in the afternoon, but when practical work is emphasized in the courses of instruction, the hour for closing may be extended by the Advisory Committee to five o'clock. Day School Sessions.

Such recesses at noon and during the forenoon and afternoon shall be allowed as the Advisory Committee may approve, but in no case shall the number of school hours be less than five hours a day including the recesses in the forenoon and afternoon. Recesses.

57. The terms and sessions for part-time day and special day school courses in vocational schools and departments shall be such as meet the conditions in the community concerned, subject in each case to the approval of the Minister. Classes in such courses shall not open before 8 a.m. nor close later than 5 p.m. Terms and Sessions for Special and Part-time Day Courses.

58. Subject to the approval of the Minister, the school year for evening school courses shall consist of two terms, beginning and ending on such dates and with such vacations as the Advisory Committee may determine. Terms and Sessions for Evening Schools.

The sessions for evening school courses of instruction shall be open for not less than one hour and a half of actual instruction on each of at least two evenings a week.

DIPLOMAS AND CERTIFICATES

Granting Secondary School Graduation Diplomas.

59. Pupils attending day vocational schools who complete satisfactorily a four-year course in any of the departments described in Regulations 2 to 7, may, upon the recommendation of the Principal, be granted a Secondary School Graduation Diploma issued by the Department of Education.

Committee May Grant Certificates.

60.—(1) Certificates of standing may be granted by the Advisory Committee upon the recommendation of the Principal to students who have completed satisfactorily the work of any special, part-time, or evening class course of study.

(2) Each certificate shall specify the course or subjects taken, and the length of the course.

(3) The certificate shall be signed by the Principal and by the head of the department, or the teacher in charge of the course in which the certificate is granted.

INSPECTION

Inspection.

61.—(1) Subject to instructions from the Minister, the Director of Vocational Education or his representative shall inspect the vocational schools and departments of the industrial, home-making (home economics), art, technical, agricultural and commercial type.

(2) Subject to instructions from the Minister, the Inspector of Agricultural Classes shall inspect the agricultural work of the vocational schools or departments of the agricultural type.

(3) The powers of the Director of Vocational Education, or his representative, and of the Inspector of Agricultural Classes, in relation to the schools and departments under their respective charges, shall be the same as those prescribed in High School Regulations for the High School Inspectors in relation to the schools under their charge.

(4) An enlargement of the course of study being followed shall be prepared by the teacher and shall be available to the inspector at the time of inspection.

TEXT-BOOKS

Text-books.

62.—(1) The text-books for the general subjects shall be the same as those prescribed for the high schools, or others specifically approved in each case by the Minister.

(2) The text-books for the vocational subjects shall be those selected by the Principal and approved by the Minister.

NOTE:—Departmental Circular No. 52, "Text-books, authorized and approved as recommended for use in Vocational Schools," contains a list of books which are recommended for use in both the academic and practical subjects of the vocational school.

FEES

63.—(1) No fees shall be payable by pupils who, under the provisions of The Vocational Education Act, have a right to attend a vocational school for instruction in the following courses of study: Fees.

(*a*) General or special full-time day school courses.

(*b*) Part-time special courses for apprentices and employed adolescents.

(2) No pupil who having completed the fourth form course in a public or separate school has attended any other school or schools for six years shall after the expiration of such six years be entitled to attend a vocational school except upon payment of such fees as may be prescribed by the board, but such fees shall not be greater than the average cost per pupil for education in such vocational school.

(3) Pupils other than those described in the foregoing section may be required to pay such fees as the Advisory Committee may prescribe, but such fees shall not be greater than the average cost per pupil to the school of the instruction given.

(4) The fee for evening class pupils, if one is charged, should be merely nominal. It is found to be good policy, instead of charging a fee, to require the applicant to make a deposit, and to return it to him at the end of the course if his attendance has reached a certain fixed percentage. This policy is found to be effective in increasing regularity of attendance and persistence to the end of the course.

RELIGIOUS EXERCISES AND INSTRUCTION IN DAY VOCATIONAL SCHOOLS

64.—(1) (*a*) Every day school shall be opened with the reading of the Scriptures and the repeating of the Lord's Prayer, and shall be closed with the Lord's Prayer or the prayers authorized by the Department of Education; but no pupil shall be required to take part in any religious exercises objected to by his parent or guardian. Religious Exercises.

(*b*) (i) In schools without suitable waiting rooms, or other similar accommodation, if the parent or guardian demands the withdrawal of a pupil while the religious exercises are being held, such demand shall be complied with and the reading of the Scriptures shall be deferred in inclement weather until the closing.

(ii) To secure the observance of this regulation, the teacher, before commencing a religious exercise, shall allow the necessary interval to elapse during which the children or wards of those, if any, who have signified their objection may retire.

(*c*) If the parent or guardian objects to his child or ward taking part in the religious exercises, but directs that he shall remain in the schoolroom during such exercises, the

teacher shall permit him to do so, provided that he maintains decorous behaviour during the exercises.

(*d*) If, in virtue of his right to be absent from the religious exercises, any pupil does not enter the schoolroom till the close of the time allowed for religious exercises, such absence shall not be treated as an offence against the rules of the school.

(*e*) When a teacher claims to have conscientious scruples in regard to opening or closing school as herein prescribed, he shall notify the Advisory Committee to that effect in writing; and it shall then be the duty of the Advisory Committee to make such provision as it may deem expedient for the carrying out of the requirements of 1 (*a*) above.

(2) (*a*) The Scriptures shall be read daily and systematically; the parts to be read may be taken from the book of selections adopted by the Department for that purpose, or from the Bible, or from the Selected Scripture Readings of the International Sunday School Association, as the Advisory Vocational Committee by resolution may direct.

(*b*) The Advisory Vocational Committee may also order the reading of such parts by both both pupils and teachers at the closing of the school, the repeating of the Ten Commandments at least once a week, and the memorization of passages selected by the Principal from the Bible.

(*c*) If the Advisory Vocational Committee does not pass the resolution provided for in (*a*) above, the Principal shall make the selection himself, and shall promptly notify the Advisory Committee of his action. Such action may be revised by the Advisory Committee at any time thereafter.

(3) (*a*) A clergyman of any denomination shall have the right, and it shall be lawful for the Advisory Committee to allow him, to give religious instruction to the pupils of his own church, in each schoolhouse, at least once a week, after the hour of closing the school in the afternoon.

(*b*) Under the same conditions, a clergyman, selected by the clergymen of any number of denominations, shall also have the right to give religious instruction to the pupils belonging to such denominations.

(*c*) If the clergymen of more than one denomination apply to give religious instruction in the same schoolhouse, where the number of classrooms is insufficient for all at the same time, the Advisory Committee shall decide on what day of the week a room shall be at the disposal of the clergyman of each denomination, at the time above stated.

(4) Emblems of a denominational character shall not be exhibited in the school during regular hours.

SUBJECTS OF FULL-TIME DAY COURSES OF STUDY

65. A day vocational school shall offer a course of study of at least four years' length in one or more of the departments described in Regulations 2 to 7. Full-time Day Courses.

Full-time day courses are designed to give adolescents:

(*a*) As a basis of citizenship, an extension of their training in the essentials of a general education, and

(*b*) a specialized training in the subjects, processes, and operations which are fundamental in the fields of work to which the courses are related.

GRADE IX

General Course

The following are the subjects for Grade IX in all types of schools. The time-allotment suggested represents an estimate of the relative importance of the various subjects of study for the work of this grade. Modifications of the time-allotment to suit local conditions may be made, with the approval of the Minister.

English, including Spelling	20%	or 320	minutes
Social Studies	15%	" 240	"
Health and Physical Education	7½%	" 120	"
Mathematics	10%	" 160	"
General Science or Agricultural Science	7½%	" 120	"
French	10%	" 160	"
Business Practice and Writing	10%	" 160	"
Shop Work and Home Economics	10%	" 160	"
Music and Art	10%	" 160	"
or			
Music	10%	" 160	"
or			
Art	10%	" 160	"

NOTE:—In vocational schools and in schools having vocational departments, pupils enrolled in Grade IX classes, who have not determined their future course of study, must take the General Course as outlined, and such pupils shall be classed as high school pupils. If, however, there are enrolled in Grade IX classes pupils who have elected to follow the vocational course of study in Grades X, XI, and XII, the time allotted to the teaching of the courses in shop work, home economics, agricultural science, business practice, art or music, may, on the recommendation of the Principal and with the approval of the Minister, be extended to 23⅓% if French is a subject of study, or to 33⅓% if French is not a subject of study. Such pupils shall be classed as vocational pupils.

GRADE X

Industrial and Agricultural Courses

Obligatory Subjects

English	20%
Social Studies	15%
Health and Physical Education	7½%
Mathematics	12½%
Science	10%
*Shop Work or Agriculture	30–40%

Options

Music or Art	5%

Home Economics Course

Obligatory Subjects

English	20%
Social Studies	15%
Health and Physical Education	7½%
*Home Economics	25–35%

Options

Any two of:

Mathematics	10–12½%
Science	10–12½%
Music or Art or Music and Art or French	10–12½%

Commercial Course

Obligatory Subjects

English	20%
Social Studies	15%
Health and Physical Education	7½%
*Typewriting, Stenography, Bookkeeping and Writing	30–40%

Options

Any two of:

Mathematics	10–12½%
French or Home Economics or Shop Work	10–12½%
Music or Art or Music and Art	10–12½%

Art Course

Obligatory Subjects

English	20%
Social Studies	15%
Health and Physical Education	7½%
*Art	30–40%

Options

Any two of:

Mathematics	10–12½%
Science	10–12½%
Shop Work or or Home Economics	10–12½%
French	10–12½%
Music	10–12½%

*If more than 30% is given to one of these courses, the additional time required may be taken from the other subjects on the programme.

GRADES XI AND XII

Industrial and Agricultural Courses

Obligatory Subjects	**Grade XI**	**Grade XII**
English	10%	10%
History and Elements of Economics	10%	5%
Shop Work or Agriculture	50–55%	55–60%
Mathematics and Science	20%	20%
Health and Physical Education	5%	5%
Options		
Music or Art	5%	5%

Art Course

Obligatory Subjects	**Grade XI**	**Grade XII**
English	15%	10%
History	10%	5%
Art and Crafts	60%	65%
Health and Physical Education	5%	5%
Options		
Any one of:		
Music, French, Science, Mathematics	10%	15%

Home Economics Course

Obligatory Subjects	**Grade XI**	**Grade XII**
English	15%	10%
History and Elements of Economics	5%	5%
Health (including Home Nursing) and Physical Education	10%	15%
Science or Art	10%	10%
Practical Work	50%	50%
Options		
Any one of:		
French, Mathematics, Music, Business Practice (including Typewriting)	10%	10%

Commercial Course

Obligatory Subjects	**Grade XI**	**Grade XII**
English	15%	15%
History and Elements of Economics	10%	10%
Health and Physical Education	5%	5%
Commercial Subjects	50–60%	60%

Options	Grade XI	Grade XII
Any one or two of: Mathematics, French, Art, Music, Science, Home Economics, General Shop	10–20%	10%

GRADE XIII

Where matriculation courses are offered for admission to University Faculties of Engineering, Commerce or Household Science, the Grade XIII General Course for High Schools shall be followed.

SUBJECTS OF PART-TIME COURSES FOR ADOLESCENTS

Subjects of Part-time Courses for Adolescents.

66. All part-time day courses of study planned to meet the needs of employed boys and girls who are required, under The Adolescent School Attendance Act, to attend school a stated number of hours per year shall provide instruction in the subjects of a general education as well as in the subjects related to vocation.

In the case of adolescents fourteen and fifteen years of age, at least one-half of the time shall be allotted to the subjects of a general education, such as English literature and composition, history and civics, and arithmetic, and to physical training. The other part of the time should be allotted to subjects directly related to the fields of employment from which the pupils come, or in which they may look for promotion.

In the case of adolescents sixteen and seventeen years of age, more time may be allotted to subjects giving a specialized vocational training.

In all part-time classes for adolescent girls, attending under The Adolescent School Attendance Act, a part of the time shall be allotted to the subjects related to home economics.

SUBJECTS OF SPECIAL, PART-TIME, OR EVENING COURSES FOR ADULTS

Subjects of Special, Part-time, or Evening Courses.

67. Special, part-time, or evening courses of study for adults, or for young people not under The Adolescent Act, may, with the approval of the Principal, include any academic or practical subjects that will increase the vocational efficiency and develop the civic intelligence of those attending the classes.

APPRENTICESHIP CLASSES

Accommodation, Equipment, etc., for Apprenticeship Classes.

68. In any municipality where the Provincial Apprenticeship Board, appointed under The Ontario Apprenticeship Act, has prescribed full-time or part-time courses of instruction for registered apprentices, and where a vocational school or department has been established under The Vocational Education Act or The Industrial Education Act, it shall be the duty of the Advisory Committee in charge of such school or department to make such arrangements as to accommodation, equipment, staff of teachers,

subjects of study, school hours, and all other matters respecting these courses, as shall meet the requirements of the Apprenticeship Board and have the approval of the Minister of Education.

LEGISLATIVE GRANTS

69. School Boards shall be entitled to annual grants in respect of schools or departments that comply with the Regulations, when the buildings, furniture, equipment, supplies, text-books, qualifications of staff, courses of study, provisions for part-time classes for pupils required to attend school under The Adolescent School Attendance Act, and for classes required under The Ontario Apprenticeship Act, and the efficiency of instruction and training are satisfactory to the Minister. These grants shall be paid out of the annual Legislative Grants for industrial, technical, commercial, home-making (home economics), art, and agricultural education, and shall be calculated according to the following plan:

A. Industrial, Technical, Commercial, Home-making (Home Economics), and Art Schools and Departments

I. Salaries (Day School Teachers)

Expenditure for Salaries.

Fifty per cent (50%) of the expenditure on salaries of the teaching staff qualified under these Regulations up to and including an expenditure of $3,000; and the following percentages on all expenditures on such salaries above that amount:

Forty per cent (40%) of the expenditure above $3,000 and up to and including $7,000;

Thirty per cent (30%) of the expenditure above $7,000 and up to and including $12,000;

Twenty per cent (20%) of such expenditures above $12,000.

II. Equipment

Expenditure for Equipment.

Twenty-five per cent (25%) of the expenditure on equipment specially provided in any year for instructional purposes in a vocational school or department, the grant to apply only to such expenditure as the Minister has approved under Regulation 30.

III. Furniture

Expenditure for Furniture.

Twenty-five per cent (25%) of the expenditure on furniture specially provided for the exclusive use of vocational classes and installed in a building on which the Minister has agreed to pay a grant as provided in Regulation 69A, V (1) and (2), the grant to apply only to such expenditure as the Minister has approved under Regulation 30.

IV. Equipment and Furniture in Composite Schools

Equipment and Furniture in Composite Schools.

Where equipment or furniture is specially provided in any year for instructional purposes in a school of the type described in Regulation 69A, V (2), and which is to be used in common by pupils of the continuation school, high school, or collegiate institute, and the pupils of the vocational departments, a grant may be

paid on the cost of such equipment or furniture as may be determined by the Minister, but in no case shall the grant exceed fifteen per cent (15%).

V. Buildings

(1) Twenty-five per cent (25%) of the cost of a building erected for the special purposes of a day vocational school, which includes provision for an industrial course for boys and a home-making (home economics) course for girls, approved by the Minister. The value of the land shall not be considered as entering into the cost of any building, nor shall the value of buildings already erected, nor the cost of remodelling an existing building be considered as entering into the cost of any building under this Regulation. Expenditure for Buildings.

(2) (*a*) When a building is erected for the purpose of a vocational school in conjunction with a high school, collegiate institute, or continuation school, twenty-five per cent (25%) of the cost of that part of the building to be used exclusively for vocational education, and approved by the Minister.

(*b*) When a building is erected for a school of the character referred to above in V (2) (*a*), a grant may be paid, with the approval of the Minister, on the cost of an assembly hall, a gymnasium, a library, an office, or a laboratory, used in common by the pupils of the vocational department or departments and the pupils of the continuation school, high school, or collegiate institute occupying the same building. The percentage of the total cost of said assembly hall, gymnasium, library, office, or laboratory to be paid as a grant shall be determined by the Minister, but in no case shall exceed fifteen per cent (15%).

(3) Notwithstanding anything in the above Regulation, no grant shall be payable upon any building erected for the purposes of a commercial school or department in any municipality having a population of 50,000 or over according to the last decennial census.

B. Vocational Agricultural and Home-making (Home Economics) Schools and Departments

I. Salaries (Day School Teachers)

(1) Fifty per cent (50%) of the expenditure on salaries of the teaching staff qualified under these Regulations up to and including an expenditure of $3,000; and the following percentages on all expenditures on such salaries above that amount: Expenditure for Salaries.

Forty per cent (40%) of the expenditure above $3,000 and up to and including $7,000;

Thirty per cent (30%) of the expenditure above $7,000 and up to and including $12,000;

Twenty per cent (20%) of such expenditure above $12,000.

(2) In agricultural and home-making (home economics) schools and departments which have in operation an organized Where no Complete Department.

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vocational course, approved by the Minister, the above salary schedule shall apply to all teachers of the said course. In schools wherein the enrolment is not sufficient to justify the teaching of agricultural and home-making (home economics) classes independently in all subjects, the above schedule shall apply to the salaries of those teachers engaged in the teaching of the special subjects of agriculture and home-making.

For Supervising Agricultural Home Projects.

(3) In agricultural schools or departments wherein the Advisory Committee, subject to the approval of the Board, by agreement engages a qualified teacher or teachers, approved by the Minister, for at least one month's service during the months of July and August to supervise the home projects of students and other activities in connection with the agricultural course, fifty per cent (50%) of the amount paid by the Board for this extra service, including salary and travelling expenses, the grant not to exceed $150.00 per year.

II. Buildings, Equipment, and Furniture

Expenditure on Buildings, Equipment and Furniture.

For the special purposes of agricultural and home-making (home economics) schools and departments hereafter established, with the approval of the Minister, the following grants shall apply:

(1) Fifty per cent (50%) of the cost of a building, or an addition to a building, approved by the Minister, erected for the special purpose of an agricultural and home-making (home economics) school or department in a municipality which has not heretofore participated in the grants payable for buildings under The Vocational Education Act.

(2) When a building, or an addition to a building, is erected under Section B, II (1) in conjunction with a collegiate institute, high school, or continuation school, a grant may be paid, with the approval of the Minister, on the cost of an assembly hall, a gymnasium, a library, an office, or a laboratory, used in common by the pupils of the agricultural and home-making (home economics) departments and the pupils of the collegiate institute, high school, or continuation school occupying the same building. The percentage of the total cost of said assembly hall, gymnasium, library, office, or laboratory to be paid as a grant shall be determined by the Minister, but in no case shall exceed twenty-five per cent (25%).

(3) Twenty-five per cent (25%) of the cost of a building, or an addition to a building, approved by the Minister, erected for the special purpose of an agricultural and home-making (home economics) school or department in a municipality which has heretofore participated in grants for buildings under The Vocational Education Act.

(4) When a building, or an addition to a building, is erected under Section B, II (3), in conjunction with a collegiate institute, high school, or continuation school, a grant may be paid, with the approval of the Minister, on the cost of an assembly hall, a gymnasium, a library, an office, or a laboratory, used in common by the pupils of the agricultural and home-making (home economics) departments and the pupils of the collegiate institute, high school, or continuation school occupying the same building. The per-

centage of the total cost of said assembly hall, gymnasium, library, office, or laboratory to be paid as a grant shall be determined by the Minister, but in no case shall exceed fifteen per cent (15%).

(5) Fifty per cent (50%) of the cost of equipment and furniture specially provided in any year for instructional purposes in a vocational agricultural school or department established under these regulations, and approved by the Minister, and twenty-five per cent (25%) of the cost of equipment and furniture to be used in common with pupils other than those enrolled in the agricultural and home-making (home economics) courses.

NOTE:—*In order to earn the maximum grants a vocational school shall offer a four-year course in every department of the school. In the case of a school which does not offer and carry on successfully a course to the end of Grade XII, upon the report of the Departmental Inspector, the grants provided by these Regulations shall be reduced by 25% for each year for which a course is not offered.*

C. Evening Classes

The following grants shall apply to all types of vocational evening classes, approved by the Minister:

I. Salaries

(1) Seventy-five per cent (75%) of the expenditure on salaries of qualified evening class teachers up to and including an expenditure of $2,000; and the following percentages on all expenditures on such salaries above that amount: Expenditure on Salaries.

Sixty-six and two-thirds per cent (66⅔%) of the expenditure above $2,000 and up to and including $5,000;

Fifty per cent (50%) of the expenditure above $5,000 and up to and including $10,000;

Thirty-three and one-third per cent (33⅓%) of the expenditure above $10,000 and up to and including $15,000;

Twenty-five per cent (25%) of such expenditure above $15,000.

(2) The above schedule shall apply to the salaries paid to the staff of each separate vocational evening school under the jurisdiction of a Board.

(3) The amount to which the grant shall apply shall be the total paid for salaries, as above defined, less the amount of fees retained by the Board from evening class students resident in the high school district or Grade A or B continuation school section in which a vocational school or department is established and maintained.

II. Equipment and Furniture

Twenty-five per cent (25%) of the expenditure for equipment and furniture specially provided for instructional purposes in vocational evening classes, the grant to apply only to such expenditure as the Minister has approved under Regulation 30. Expenditure on Equipment and Furniture.

D. Special Industrial Schools for Pupils from Auxiliary Classes

I. Salaries

Expenditure on Salaries.

Twenty-five per cent (25%) of the expenditure, authorized by an Advisory Vocational Committee, up to and including $20,000, and twenty per cent (20%) of the total expenditure exceeding that amount, for salaries of the teaching staff qualified under the Regulations.

II. Buildings, Equipment and Furniture

Expenditure on Buildings, Equipment and Furniture.

The grants provided for building, equipment, and furniture in Part A of this section, and the general Regulations relating thereto, shall also apply to expenditure authorized by an Advisory Vocational Committee for schools of the character described in this part.

E. Special District Grant

Non-resident District Grant.

(1) Where the Board and Advisory Vocational Committee in control of any vocational school in a Provisional District by resolution declare the said school is open and free to pupils resident in any of the Districts, a grant of One Hundred Dollars ($100.00) shall be payable to the Board in respect of every non-resident district pupil admitted to the school.

(2) The total grant payable to each Board under this Regulation shall be calculated by dividing the total number of days' attendance of non-resident pupils by the number of teaching days in the year and multiplying the result by $100.00.

GENERAL REGULATIONS

The following General Regulations shall apply insofar as they relate to Parts A, B, C, and D of this Regulation:

I. Salaries

The grant on salaries shall apply to all full-time certificated vocational teachers, but where the time of a teacher is not devoted entirely to the instruction of vocational classes, the grant shall apply only to the portion of time which the teacher devotes to such instruction, said proportion to be approved by the Director of Vocational Education.

II. Equipment

Transfer of Equipment.

(1) If a centre in which vocational classes have been established ceases to operate such classes for two or more years, the Minister may move to some other centre a share of the equipment and furniture upon which grants have been paid, equal approximately in value to the total amount of the grants paid on such equipment and furniture.

Two-year Limit.

(2) Grants shall not be paid upon expenditure for equipment and furniture purchased subsequent to the expiry of two years from the date of the establishment of the respective schools or

departments under The Vocational Education Act and Regulations, except upon an additional shop, laboratory, or department established with the approval of the Minister, the grant to apply to such expenditure only as the Minister has approved under Regulation 30.

III. Buildings and Equipment

Method of payment of grants:

Method of Payment.

(1) The total cost of erection of a building for vocational school purposes must be provided by the Board concerned. The method of providing this money shall be the same as that for providing money for the erection of a high school (see The Vocational Education Act, Section 13 [2], and The High Schools Act, Section 43, as amended by Section 22 of The School Law Amendment Act, 1938).

(2) In the case of expenditure on a building of the type described in Regulation 69A, V (1), the share to be paid by the Department of Education shall be stated in an Agreement between the Minister, on the one hand, and the Board and Advisory Committee, on the other, and shall be paid in annual grants equal in each year to twenty-five per cent (25%) of the amount expended by the Board in that year in paying off debentures issued to pay for the building, and of the interest on the debentures.

(3) In the case of expenditure on a building of the type described in Regulation 69A, V (2) (*a*), the share to be paid by the Department of Education shall be determined as shown in Regulation 69A, V (2) (*a*, *b*). This share, and the percentage which it is of the total cost, shall be stated in an Agreement between the Minister, on the one hand, and the Board and Advisory Committee, on the other, and shall be paid in annual grants equal to the stated percentage of the amount expended by the Board each year in paying off debentures issued to pay for the building, and of the interest on the debentures.

(4) The method of payment of grants on the initial equipment and furniture approved by the Minister for a vocational school or department, where financed by a debenture issue, shall be the same as in the case of a building erected for vocational school purposes under similar conditions.

Procedure *re* New Buildings and Equipment.

(5) The procedure in connection with the erection, equipping, and furnishing of a new vocational building, upon which a grant is to be paid, shall be as follows:

Buildings

(*a*) Plans and specifications shall be approved by the Minister:

(i) Before completing specifications and calling for tenders, the Advisory Committee shall make written application to the Ontario Department of Labour for the rates which shall apply to all classes of labour under the contract or any subcontract thereof. These rates shall be stated in the specifications and embodied in the contract;

(ii) in case of dispute regarding rates of pay for any class of labour, the question shall be referred to the Minister of Labour, whose decision shall be final;

(iii) specifications and requisitions for both building and equipment shall stipulate preference for materials produced and manufactured in Canada;

(iv) two copies of the plans and one copy of specifications shall be forwarded to the Department.

(*b*) The scheme of organization shall also have the Minister's approval.

(*c*) The site shall be approved by the Minister.

(*d*) Tenders for building shall be called for by advertisement after plans, specifications, and site have received approval.

(*e*) A tabulated statement of all tenders received indicating those accepted shall be submitted to the Minister. If the lowest tender is not accepted, reasons shall be submitted.

(*f*) The total amount covering building and equipment in which the Department is involved must be approved by the Minister before awarding tenders.

Equipment and Furniture

For the purpose of the Agreement (hereafter mentioned), the total estimated cost of the initial equipment and furniture shall be submitted for approval, listed under departments, and the individual items submitted subsequently for approval with actual costs, as required by Regulation 30.

Agreement

When all contracts have been awarded for a building, and the total approved expenditures on buildings, equipment, and furniture are known, an Agreement shall be entered into between the Minister, on the one part, and the Board and its Advisory Vocational Committee, on the other part, setting forth the terms and conditions upon which grant shall be paid.

In the case of composite schools (comprising a vocational school or department in the same building as a collegiate institute, high school, or continuation school), a statement shall be furnished to the Department by the architect showing the respective areas (by rooms) assigned to the several sections, and the area used in common by all students. Only areas used for instructional purposes shall be considered in determining the cost per square foot for grant purposes.

IV. Documents Required

(1) Debentures shall be issued for the total cost of a building, and the initial equipment and furniture.

(2) The following documents shall be submitted to the Department:

(*a*) A certified copy of the by-law authorizing the issue of debentures with accompanying schedule of repayments of principal and interest.

(*b*) A statement from the Municipal Treasurer showing the gross proceeds from the sale of the debentures, deductions for legal and other necessary expenses in connection with the issue, and the net proceeds.

(*c*) A statement showing offers received for the purchase of the debentures. Reasons shall be given for not accepting the highest tender.

V. Reports

Before any grant shall be paid on debenture payments, the total expenditure upon which grant is to be claimed shall be reported to the Department in detail, and an audit made by an officer of the Department to determine the correct proportion of principal and interest to be paid by the Department. (Forms mentioned below may be obtained on application to the Director of Vocational Education):

(1) *Re* building, showing payments to contractors, etc., for audit and record—

Form Tech. 2—for totals.
Form Tech. 2 (c)—for details.

(2) *Re* equipment and furniture expenditures, for audit and record—

Form Tech. 2—for totals.
Form Tech. 2 (a)—for details by departments.

(3) *Re* application for grants on debenture payments—

Form Tech. 2 (e), being declaration by Municipal Treasurer of payment of principal and interest or assignment to sinking fund. This form must be countersigned by the Secretary of the Board.

VI.

Where a grant has, at any time, been made under the Regulations governing vocational schools towards the cost of the building in which vocational day classes are held, the Board shall also operate vocational evening classes in the said building, in default of which the Legislative grant on the operations of the day school may be reduced in the discretion of the Minister.

VII. Apprenticeship Grants

Apprenticeship Grants.

(1) In the case of a municipality having a vocational school, the cost of instruction of apprentices who are residents of or employed in such minicipality shall be deducted from the grant made to the local School Board under these Regulations, and added to the grant payable to the school which the apprentice is required to attend.

(2) In the case of a municipality having no vocational school, fifty per cent (50%) of the cost of instruction of apprentices from such municipality in day or evening classes shall be refunded to the Ontario Department of Labour by the Department of Education out of the appropriation made for vocational education, provided the said Department of Labour has first assumed such cost.

Expenditures on which a Grant is not Paid.

70. In classifying expenditures to determine what shall be included in a claim for grant under Regulation 69, expenditures such as the following shall not be included:

(1) Salaries:

(*a*) Salaries for janitors, for building or power plant superintendent, or others employed in the maintenance of the school building and grounds.

(*b*) Salaries of the secretary, or accounting and clerical assistants serving in the offices of the secretary, or of the principal, the librarian, or other officer of the school.

(*c*) Salaries of Grade IX academic teachers employed in teaching the first year General Course in a composite school.

(*d*) The salary of an unqualified substitute teacher employed for more than four weeks (20 days) in any one year, unless a Temporary certificate has been obtained by the Board for any period exceeding the said four weeks.

(*e*) The salary of a teacher on leave of absence for sickness (except through quarantine) in excess of four weeks in any one year.

(*f*) The salaries of other than legally qualified instructors.

(2) Equipment and furniture—expenditures for consumable supplies, for repairs, for replacements of equipment, for such items as blackboard pointers, brushes, test-tubes, test-tube cleaners, waste-paper baskets, towels, dry cells, and similar articles which have to be replaced with relative frequency, for articles used in maintenance such as tools, pails, hose, lawn-mowers, etc., and equipment and furniture taken over from other schools or departments, text-books, or annual subscriptions to journals or magazines.

(3) Buildings:

(*a*) Expenditures for fencing and improving the school grounds, for the construction of goal posts, rinks, bleachers, and like expenditures.

(*b*) Expenditures for renovating, repairing, and upkeep of buildings, and expenditures for temporary accommodation, or for rent.

(4) Expenditures on commercial or agricultural classes or departments organized under The High Schools Act or The Continuation Schools Act, and expenditures on manual training,

domestic science, art, or other subjects taken in courses of study in public or separate schools, continuation schools or high schools.

Contingency of Grants.

71. If the amount voted by the Legislature is insufficient to pay in full the apportionments under the foregoing scheme, or if there is a balance left over after payment in full, the Minister may make a *pro rata* reduction or increase.